

# Notification of Halting Recurring Transactions

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well.

We are writing to inform you that as of [Insert Date], all recurring transactions associated with your account will be halted. This decision has been made due to [reason for halting transactions].

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]